

# **APPLICATION FOR FUNDING FISCAL YEAR 2011**

**CARL D. PERKINS**  
Career and Technical Education Improvement  
Act of 2006

**COMPETITIVE  
NONTRADITIONAL EMPLOYMENT  
AND TRAINING PROGRAMS  
TITLE I**

**July 1, 2010 – June 30, 2011**

Nevada Department of Education  
Office of Career, Technical, and Adult Education  
755 North Roop Street, Suite 201  
Carson City, NV 89701  
(775) 687-7300

The State of Nevada Department of Education is an equal opportunity/affirmative action agency and does not discriminate on the basis of race, color, religion, sex, national origin, age, political affiliation or disability.

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# **REQUEST FOR APPLICATIONS FY 2011**

## **COMPETITIVE NONTRADITIONAL EMPLOYMENT AND TRAINING PROGRAMS**

### **I. GENERAL INFORMATION AND REQUIREMENTS**

#### **A. Application Submission**

Applications must be received by **5:00 pm, May 28, 2010**. Submit applications to: Office of Career, Technical and Adult Education, Nevada Department of Education, 755 North Roop Street, Suite 201, Carson City, NV 89701.

#### **B. Purpose of the Funds:**

Funds in the amount of \$30,000 will be awarded on a competitive basis to institutionalize the delivery of services to secondary and postsecondary students who enroll in courses that lead to nontraditional employment and training. Grantees will develop and implement a project, or projects, that will have a statewide impact to increase enrollments in programs leading to nontraditional employment and training.

The funds must be utilized during the twelve-month period from July 1, 2010 to June 30, 2011.

#### **C. Application Content Requirements:**

Each nontraditional project **must** include:

1. The advancement of services to students who enroll in courses that lead to nontraditional employment and training for secondary and/or postsecondary institutions throughout the State of Nevada;
2. Strategies for improving recruitment and retention in programs leading to nontraditional employment and training; and
3. A plan for statewide dissemination to include description of how objectives can be institutionalized or sustained.

Each nontraditional project **may** include:

4. The promotion of gender equity in science, math, engineering, or information technology courses;
5. Work-based or worksite learning in conjunction with business and all aspects of an industry;
6. Mentoring programs that pair students with people who are succeeding in nontraditional employment;
7. Educational technology and distance learning, as appropriate, to involve all institutions more fully in the development and operation of programs;
8. Appropriate equipment/curricular materials that meet the standards of business and industry and include representation of people in nontraditional careers and gender neutral content;
9. Inservice training for secondary/postsecondary teachers that:
  - a) Is designed to train career and technical education instructors to effectively increase enrollments in programs leading to nontraditional employment and training; and
  - b) Focuses on training secondary and postsecondary education faculty in the use of curricula and instruction that includes representation of people in nontraditional careers and gender neutral content.
10. Training programs designed to enable counselors to more effectively:
  - a) Provide information to students regarding nontraditional employment and training;
  - b) Encourage students to enroll in courses that lead to nontraditional employment and training;
  - c) Support student progress in completing nontraditional training programs;
  - d) Provide information on related employment opportunities;
  - e) Ensure that such students are placed in appropriate employment;
  - f) Stay current with strategies for overcoming barriers in nontraditional careers and training;
  - g) Provide equal access, to the full range of nontraditional programs, to individuals who are members of special populations, including the development of nontraditional program services appropriate to the needs of special populations; and
  - h) Provide for preparatory services that assist participants in nontraditional courses, training, or employment.
11. Raise professional and/or public awareness regarding nontraditional employment and training opportunities through:
  - a) Development of a statewide website with bulletin board, chatroom, contacts, information and training materials, references, linkages, and bibliographies;
  - b) Development of a statewide awareness campaign to include posters, brochures, public service announcements, recruitment videos, newsletters, etc.;
  - c) Targeted outreach to students and parents through local career fairs or other activities; or
  - d) Targeted outreach to special populations.

#### **D. Requirements for Funding:**

**Special consideration will be given to all nontraditional employment and training applications that:**

1. Are developed to directly impact improvement in the failing performance indicator scores within the secondary or postsecondary non-traditional enrollment;

2. Provide for effective nontraditional employment placement activities and/or the transfer of students to postsecondary nontraditional training;
3. Are developed in consultation with business, industry, institutions of higher education, and/or labor unions;
4. Address effectively the issues of school dropout prevention and re-entry and the needs of special populations;
5. Provide education and training in areas or skills in which there are significant workforce shortages, such as the information technology and health sciences industry; or
6. Provide for collaboration with other education, training and employment entities, such as one-stop centers.

#### **E. Program Evaluation and Data Collection:**

Grantee(s) will provide a final report to the Nevada Department of Education, Office of Career, Technical and Adult Education to include the extent to which objectives were met, copies of all materials produced, any data collected, a list of all project participants, and lessons learned.

#### **F. Definitions:**

**Nontraditional employment** is defined as occupations or fields of work, including careers in computer science, technology, and other emerging high skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work. A list of programs which are identified as leading to nontraditional training and employment is included in Appendix A.

**Special Populations** include the following:

1. Individuals with disabilities;
2. Individuals from economically disadvantaged families, including foster children;
3. Individuals preparing for nontraditional fields;
4. Single parents, including single pregnant women;
5. Displaced homemakers; and
6. Individuals with limited English proficiency.

The term “**Preparatory Services**” means services, programs, or activities designed to assist individuals who are not enrolled in nontraditional courses in the selection of, or preparation for participation in, an appropriate occupational education or training program, such as:

1. Services, programs, or activities related to outreach or recruitment of potential students for enrollment in courses leading to nontraditional employment or training;
2. Career counseling and personal counseling;
3. Occupational assessment and testing; or
4. Other appropriate services, programs, or activities.

## II. APPLICATION FORMAT AND REQUIREMENTS

### **The following procedures and format are required:**

The application should be limited to no more than fifteen (15) pages. If additional information is necessary, the Department of Education will notify the applicant. The agency is requested to submit one (1) original copy with signatures and four (4) additional copies to the Department for review.

No application will be accepted unless each item requested is fully addressed to include:

#### **A. Application Cover Page:**

Complete each item as requested.

#### **B. Rationale/Justification:**

The application must identify the program(s) of the project and provide a clear rationale for the program activities. This rationale must be related directly to the intent of the funding and the requirements of the Act.

#### **C. Project Objectives:**

**The application must contain a list of specific objectives to be attained during, or at the completion of, the project.** The objectives of the project must be developed explicitly from consideration of the purpose of the funds and requirements for funding of the RFA. The objectives of the project must focus on outcomes that indicate the project's impact.

#### **D. Program Design:**

Describe how the project(s) will be conducted. Include the following information:

##### **1. General Design:**

Provide a brief summary that describes the general design of the project(s) and why it is specifically appropriate for meeting the project(s) objectives.

##### **2. Collaboration:**

Provide adequate information to describe the role(s) of any collaborating entities.

##### **3. Population to be Served:**

Provide adequate information on potential participants in the project(s), e.g., numbers, characteristics, etc. Describe recruitment and selection criteria, if appropriate.

##### **4. Staffing:**

Describe the number of staff devoted to the project and their qualifications related to the

achievement of project objectives. Please identify the full-time equivalent (FTE) of each position supported with Carl Perkins funding. Please provide information describing how time will be recorded.

5. Methods:

Describe in detail the methods employed to implement the project. The discussion should include the specific activities, materials and instruments to be used and a clear indication of how each is appropriate with regard to achieving project objectives.

Factors for consideration include, but are not limited to:

- any coordination efforts with one-stop center partners and the private sector;
- any staff training/inservice/professional development and the expected outcomes of the training efforts;
- the process whereby information is to be disseminated;
- special efforts to involve educational personnel and parents into activities; or
- materials/resources to be purchased and/or used with regard to project objectives.

6. Evaluation and Monitoring:

Include an assurance that the applicant will comply with the Department of Education's requirements for completing the final report in the time frame and format requested.

7. Time Schedule:

In chronological order, indicate the approximate length of time required for each major activity of the program. The use of diagrams and/or flow charts may be effective for this purpose.

8. Statement of Dissemination:

Demonstrate within the narrative collaboration efforts for planning and implementation.

**E. Budget:**

All proposed expenses must be entered on the Budget Summary Form, the Budget Detail Form, and a budget narrative completed.

**F. Allocations:**

A total of \$30,000 will be allocated for up to five project proposals.

### **III. Review and Approval Procedures**

#### **A. Application Review Procedures**

The Application for Funding will be reviewed by a team comprised of individuals from the Office of Career, Technical and Adult Education and from other DOE divisions to assure compliance with State and Federal requirements, and to ensure that all information required by the Application for Funding is adequately addressed by the applicant.

#### **B. Criteria for Application Review and Approval**

The review process will ensure that a common criterion is used that is based on the guidelines set forth in this Application for Funding. Furthermore, the Department of Education will provide each applicant with the criteria from which approval of the application will be determined. The criteria will be based on the requirements of the Act and the Nevada State Plan.

#### **C. Complaint and Appeal Procedures**

In the event an agency is dissatisfied with any decision, such as requests for modifications or application, the eligible agency may submit a written complaint to the Director of Career, Technical and Adult Education. The complaint must be submitted within thirty (30) days of the date the agency received notification of the Department action. Upon receipt of the letter of complaint, the Director will review the complaint and will provide comment to the agency within thirty (30) days. The action taken by the Director, which includes a review conducted by State staff, shall be deemed final. Such action will be transmitted to the agency in writing.

Upon receipt of written notification of the action of the Director of Career, Technical and Adult Education, an agency may decide to appeal the action to the State Superintendent of Public Instruction. A written request for an appeal hearing may be made in writing to the Superintendent within thirty (30) days of the agency's receipt of written notification of the action taken by the Director. An administrative hearing of the appeal will be conducted within ninety (90) days from the receipt of the written request. The agency will be notified of the date and time of the hearing thirty (30) days prior to the hearing date. A written record of the hearing and a written response describing the decisions and actions of the Superintendent will be provided to the agency. The written record and responses will be transmitted to the agency within fifteen (15) days after the hearing date.

Within twenty (20) calendar days following the receipt of the Department's written decision on the complaint/appeal, the agency may file a notice of the appeal with the Secretary of the United States Department of Education for final resolution. Such appeal shall be in writing and shall specify the particular points of disagreement with the decision as rendered by the Nevada Department of Education.



# APPENDIX A

Career and Technical Education Programs Leading to  
Nontraditional Training and Employment

**THE OFFICE OF CAREER, TECHNICAL, AND ADULT EDUCATION  
NEVADA DEPARTMENT OF EDUCATION  
755 North Roop Street, Suite 201  
Carson City, NV 89701  
775-687-7285/775-687-7292  
(FAX) 775-687-8636**

**DATE:** April 9, 2010

**TO:** Secondary and Postsecondary Accountability Personnel

**FROM:** Garry Wyatt and Deborah Wells

**SUBJECT:** Updated Table of Non-Traditional Subject Areas

The following is an updated table of secondary and postsecondary Classifications of Instructional Programs (CIP) assignments for programs leading to non-traditional training and employment.

<b>Subject Area</b>	<b>CIP Code</b>	<b>Course Prefix</b>	<b>Nontraditional</b>
<i>Agriculture Business/Economics Mgmt</i>	<i>01.0101</i>	<i>AGR</i>	<i>Female</i>
Agriculture Mechanizations, Gen	01.02	AG, RWF	Female
<i>Agriculture Production Operations, Gen</i>	<i>01.0301</i>	<i>AGR</i>	<i>Female</i>
Ornamental Horticulture Greenhouse Operator/Management Landscaping Operator/Management Horticulture Technology	01.06	OH	Female
<i>Agriculture Turf/Turf Grass Mgmt</i>	<i>01.0607</i>		<i>Female</i>
<i>Animal Health</i>	<i>01.0903</i>	<i>ASC, AH</i>	<i>Female</i>
Nat Resources/Law Enforcement/Protective Serv.	03.02	ERS, ENV, ERT, ESH, ENS	Female
<i>Forest Technology/Technician</i>	<i>03.0511</i>		<i>Female</i>
Architecture Architecture – Building Science Architecture Design	04.02	AAD, AAE	Female
Architecture – Urban Planning	04.03	AAP	Female
Architecture – Environmental Design	04.04	AAD, AAE	Female
Architecture – Interior Design	04.05	AAI	Female
Architecture – Landscape Design	04.06	AAL	Female
Photojournalism	09.0404	JOUR, COM	Female
Radio/Television/Broadcasting	09.0701	COM	Female
Communications Technologies/Technician	10.01	COM	Female
Radio/Television Broadcasting Technology/Tech	10.02	COM	Female
Prepress/Desktop Publishing/Digital Image Design	10.0303	COM	Male
Graphic/Printing Equip.Op., Gen. Production	10.0305	COM	Female
Graphics Communications Other	10.0399	COM	Female

Computer/Information Sciences/Support Serv.	11.02 (except 11.0202 & 11.0203)	CIT, CIS, CS, CSC, CA	Female
Data Processing/Data Processing Techn/Tech	11.0301		Female
Information Science/Studies	11.0401		Female
Computer Systems Analysis/Analyst	11.0501		Female
Data Entry/Microcomputer Applications	11.0600		Male
Data Entry/Microcomputer Applications	11.0601		Male
Word Processing	11.0602		Male
Computer Science I	11.0700		Female
Computer Science	11.0701		Female
Computer/info Sci./Support Serv.	11.0800		Female
Comp. Systems Networking/Telecommunications	11.0901		Female
A+Network A+	11.1001		Female
System, Network, Lan/Wan Manag.	11.1002		Female
Computer/Information Techn. Serv. Admin/Manag.	11.1099		Female
Comp./Information Sciences/Support Serv., Other	11.9999		Female
Personal/Culinary Services	12.0000		Female
Cosmetology/Cosmetologist	12.04	COS, MSG, REF	Male
Introduction to Culinary Arts	12.0500		Female
Culinary Arts/Chef Training	12.0503		Female
Food Prep/Prof Cook/Assistant	12.0505		Female
Personal/Culinary Services, Other	12.9999		Female
<i>Special Education, General</i>	<i>13.10</i>		<i>Male</i>
Elementary Education/Teaching	13.1202	ICE	Male
Jr. Hi./Intermediate/Middle School Education	13.1203		Male
Early Childhood Education/Teaching	13.1210	ECE	Male
Teacher Assistant/Aide	13.1501		Male
Teaching Assistant/Aides, Other	13.1599		Male
Engineering	14.	BME, CHE, CE, CEG, CEM, CMPE, ECG, EE, EEG, EGG, ENGR	Female
Engineering Technologies/Technicians	15. (Except 15.0405, 15.0701, 15.1199 & 15.1203)	ET, OSH, EIT, ME, SOL, EIM, GIS, MET	Female
Family Resource Management Studies, Gen.	19.0401		Male
Consumer Services/Advocacy	19.0403		Male

Foods/Nutrition/Related Services	19.0500		Male
Foods, Nutrition, & Wellness Studies, General	19.0501		Male
Human Nutrition	19.0504		Male
Foodservice Systems Administration/Management	19.0505		Male
Foods/Nutrition/Related Services, Other	19.0599		Male
Home Furnishings/Equipment Installers	19.0605	HEC	Female
Child Development	19.0706		Male
Family/Community Services	19.0707		Male
Child Care & Support Services Management	19.0708		Male
Child Care Provider/Assistant	19.0709	HFS, HMS, CD	Male
Human Dev./Family Studies/Related Serv., Other	19.0799		Male
Apparel/Textiles, Gen.	19.0901		Male
Apparel/Textile Manufacture	19.0902	HEC	Male
Technology Education/Industrial Arts	21.0101		Female
Legal Administrative Assistant/Secretary	22.0301		Male
Legal Assistant/Paralegal	22.0302		Male
Court Reporting/Court Reporter	22.0303		Male
<i>Bioinformatics</i>	<i>26.1103</i>		<i>Female</i>
Security/Protective Services/Fire Protection	43. (Except 43.0106)	CJ, CRJ, FS, WF, CEMG	Female
Cartography	45.0702		Female
Construction Trades	46.	BRL, BI, BIC, CPT, CONS, ELEC, ELM, FLCV, PTD, PPF, TLS, ABS, APP, BT, CT, CTC, CTO, OPE, OPME, PLCM	Female
Mechanics/Repairer Technologies/Technicians	47.	AERO, AV, AUTO, ATEC, DM, DTEC, ECT, AC, RS, RAC, IMSA, IMT, IT MT, TA	Female
Precision Production	48.	ADT, CADD, DFT, IRW, MTT, MTTA, CSVW, SMTL, MTL, WOOD	Female
Transportation/Materials Moving/Heavy Equip. Operator	49.	OE, TMST	Female

Graphic Design	50.0409		Female
Cinematography and Film/Video Productions	50.0602		Female
Dental Assisting/Assistant	51.0601		Male
Dental Hygiene/Hygienist	51.0602		Male
Medical Office Management/Administration	51.0705		Male
Health Information/Medical Records Techn/Tech.	51.0707		Male
<i>Medical Transcriptionist</i>	<i>51.0708</i>		<i>Male</i>
Medical Office Assistant/Specialist	51.0710		Male
<i>Medical/Health Mgmt/Clinical Asst./Specialist</i>	<i>51.0711</i>		<i>Male</i>
<i>Medical Reception/Receptionist</i>	<i>51.0712</i>		<i>Male</i>
<i>Medical Insurance Coding Specialist</i>	<i>51.0713</i>		<i>Male</i>
<i>Medical Insurance and Medical Billing</i>	<i>51.0714</i>		<i>Male</i>
Medical Administrative/Exec. Assistant/Med. Sec.	51.0716		Male
Health/Medical Administrative Services, Other	51.0799		Male
Medical/Clinical Assistant	51.0801		Male
Occupational Therapist Assistant	51.0803		Male
Pharmacy Technician	51.0805		Male
Physical Therapy Assistant	51.0806		Male
Veterinary/Animal Health Technology/Technician	51.0808	<i>Agriculture program area</i>	Male
<i>Respiratory Therapy Technician/Assistant</i>	<i>51.0812</i>		<i>Male</i>
Health/Medical Assisting Services, Other	51.0899		Male
<i>Emergency Medical Technology/Tech. (EMT)</i>	<i>51.0904</i>		<i>Female</i>
Med. Radiologic Techn. Sci. – Radiation Therapist	51.0907		Male
Surgical Tech	51.0909		Male
Blood Bank Techn. Specialist	51.1001		Male
Clinical/Medical Laboratory Techn.	51.1004		Male
Substance Abuse/Addiction Counseling	51.1501		Male
Psychiatric/Mental Health Services Techn	51.1502		Male
Health Professions/Related Clinical Sciences and Nursing	51.16	NUR, NURS, PN	Male
Optometric Technician/Assistant	51.1802		Male
Ophthalmic Technician/Technologist	51.1803		Male
Ophthalmic/Optometric Support Serv./Allied Prof.	51.1899		Male
Occupational Therapy/Therapist	51.2306		Male
<i>Health Aide</i>	<i>51.2601</i>		<i>Male</i>
Dietetics/Dietician	51.3101		Male
Clinical Nutrition/Nutritionist	51.3102		Male
Dietician and Clinical Nutrition Services, Other	51.3199		Male
Massage Therapy/Therapeutic Massage	51.35		Male
Business/Commerce, Gen.	52.0101		Female
Business Admin./Mgmt., Gen.	52.0102		Female

Business Administration/Management, Gen.	52.0201	BADM, MBA	Female
Accounting Technology/Technician & Bookkeeping	52.0302		Male
Business Operations Support/Assistant Services	52.0400		Male
Admin. Assistant/Secretarial Sci., Gen.	52. 0401		Male
Administrative Assistant & Secretarial Science	52.0402		Male
Receptionist	52.0406		Male
Business/Office Automation/Techn/Data Entry	52.0407		Male
General Office Occupations & Clerical Services	52.0408		Male
Bus. Operations Support/Secretary Serv., Other	52.0499		Male
Banking & Financial Support Services	52.0803		Male
Retailing & Retail Operations	52.1803		Male
Selling Skills & Sales Operations	52.1804		Female
Tourism & Travel Services Marketing Operations	52.1905		Male

# APPENDIX B

## Budget Summary

# NEVADA DEPARTMENT OF EDUCATION

## Budget/Expenditure Summary

Agency: \_\_\_\_\_ Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Check One:                      Budget \_\_\_\_\_                      Amendment \_\_\_\_\_                      Number \_\_\_\_\_

OBJECT	DESCRIPTION	INSTRUCTION COST	SUPPORT SERVICES	TOTAL
100	100 Salaries			
200	200 Benefits			
300	300 Purchased Professional Services			
400	400 Purchased Property Services			
500	510 Student Transportation Services			
	580 Staff Travel			
	Other (520, 530, 540, 550, 560, 570, 590)			
	<b>Total</b>			
600	610 General Supplies (exclude 612 in 610 total)			
	612 Non Information Technology Items of Higher Value*			
	640 Books and Periodicals			
	650 Supplies – Information Technology Related (exclude 651 and 652 in 650 total)			
	651 Software			
	652 Information Technology Items of Higher Value*			
	Other (620, 630)			
	<b>Total</b>			
800	810 Dues and Fees			
	890 Other Miscellaneous			
	<b>Total</b>			
<b>SUBTOTAL 100 – 600 &amp; 800</b>				\$
Approved Indirect Costs Rate:** _____ %				\$
700	730 Equipment			
<b>TOTAL</b>				\$

\* All items of value must be itemized in the budget detail

\*\* Indirect cost rates must be approved by the Department of Education before the subgrantee may budget for and charge those costs to the grant.

\_\_\_\_\_  
Signature of Authorized Agency Representative

\_\_\_\_\_  
Date

**Department of Education Use Only**

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Date Approved



# APPENDIX C

Budget Detail

**Budget Detail / Supplemental Schedules**

Agency \_\_\_\_\_

Project Name \_\_\_\_\_

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>OBJECT CODE</b>	<b>TITLE OF POSITION/ PURPOSE OF ITEM</b>	<b>PROJECT TIME (FTE)</b>	<b>QUANTITY</b>	<b>SALARY, RENTAL OR UNIT COST</b>	<b>BUDGETED AMOUNT</b>

\*If additional space is needed, duplicate this page and number the additional pages. All items must be explained in specific terms. All items must be named and must be directly related and necessary to the operation of the program.

# APPENDIX D

Nontraditional Application Cover Sheet

**CARL D. PERKINS CAREER AND TECHNICAL EDUCATION IMPROVEMENT  
ACT OF 2006  
TITLE I, COMPETITIVE NONTRADITIONAL EMPLOYMENT AND  
TRAINING PROGRAMS FUNDS**

**APPLICATION COVER SHEET**

**THIS APPLICATION IS SUBMITTED FOR PROGRAM YEAR  
JULY 1, 2009 THROUGH JUNE 30, 2010**

**Agency:** \_\_\_\_\_

**Application Director:** \_\_\_\_\_  
(Name, position and telephone number)  
\_\_\_\_\_  
(Email address)

**Fiscal Manager:** \_\_\_\_\_  
(Name, position and telephone number)  
\_\_\_\_\_  
(Email address)

**Monitoring  
Coordinator:** \_\_\_\_\_  
(Name, position and telephone number)  
\_\_\_\_\_  
(Email address)

**Evaluation  
Coordinator:** \_\_\_\_\_  
(Name, position and telephone number)  
\_\_\_\_\_  
(Email address)

**Occupational  
Reporting System  
Coordinator:** \_\_\_\_\_  
(Name, position and telephone number)  
\_\_\_\_\_  
(Email address)

**Advisory Technical  
Skills Committee:** \_\_\_\_\_  
(Signature of authorized representative) \_\_\_\_\_  
(Date)  
\_\_\_\_\_  
Print Name, Organization, and Title

**Application  
Submitted By:** \_\_\_\_\_  
(Signature of authorized representative) \_\_\_\_\_  
(Date)

# APPENDIX E

Nontraditional Application Review Criteria

**SAMPLE CRITERIA FOR REVIEW OF APPLICATIONS  
COMPETITIVE NONTRADITIONAL EMPLOYMENT AND TRAINING GRANT  
CARL D. PERKINS CAREER AND TECHNICAL EDUCATION IMPROVEMENT  
ACT OF 2006  
TITLE I**

Agency Name \_\_\_\_\_

**PART I. APPLICATION – SUBMISSION AND ADMINISTRATIVE REQUIREMENTS**

	YES	NO
1. Are all lines on the cover page completed including a signature and date by the agency's authorized representative?	_____	_____
2. Are Assurances signed?	_____	_____
3. Are Certifications signed?	_____	_____
4. Does the application include a Budget Summary Form and Budget Detail Form? The Budget Summary Form must be signed and dated by an authorized representative of the agency.	_____	_____
5. Was the application received by the deadline?	_____	_____
6. Was one original and four copies submitted?	_____	_____
7. Is there a budget expenditure detail that identifies sufficient resource allocations for each selected program? Are required budget pages completed and signed?	_____	_____

**PART II. APPLICATION CONTENT AND FORMAT: PROGRAMMATIC REQUIREMENTS**

	YES	NO
1. Is there a description of how services will be offered to students to assist them in enrolling and successfully completing courses that lead to nontraditional employment?	_____	_____
2. Does the application include strategies for increasing enrollment in programs leading to nontraditional enrollment?	_____	_____
3. Is there a plan for statewide-dissemination regarding how nontraditional strategies can be institutionalized or sustained?	_____	_____
4. Is there a clear description of the nontraditional project which focuses on one of the eight suggested areas?	_____	_____

- |   |       |       |
|---|-------|-------|
| 5. Does the application address any of the special considerations as outlined in section D?   | _____ | _____ |
| 6. Is there a clear description of how the objectives of this application will be evaluated?  | _____ | _____ |
| 7. Is a rationale provided which describes the intent for funding program activities?   | _____ | _____ |
| 8. Where applicable is there a clear description of how the agency will collaborate to provide services and activities outlined in the application? | _____ | _____ |
| 9. Are the goals and objectives in the application measurable?  | _____ | _____ |
| 10. Does the application include a timeline that clearly outlines the activities of the project?  | _____ | _____ |
| 11. Is there a clear description of the population to be served?  | _____ | _____ |

COMMENTS:

Name of Reviewer:\_\_\_\_\_

Recommended amount of funding for this application:\_\_\_\_\_